

**OFFICE OF SPECIAL EDUCATION
PROGRAMS
FISCAL YEAR 2004
GRANT PERFORMANCE REPORT
FOR
CONTINUATION FUNDING**



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January 5, 2004

Dear Project Director:

The purpose of the enclosed materials is to provide information regarding the submission of the annual Grant Performance Report that you are required to submit in order to receive continued funding for grants from the Research to Practice Division, Office of Special Education Programs (OSEP).

If you have questions, please contact the Education Program Contact (i.e., Project Officer) found in Block 3 of your last Grant Award Notification.

Thank you for your cooperation and continued efforts on behalf of individuals with disabilities.

Sincerely,

A handwritten signature in black ink, reading "Lou Danielson". The signature is written in a cursive style with a large, stylized "L" and "D".

Louis Danielson, Ph.D.
Director
Research to Practice Division
Office of Special Education Programs



See Block 5 on the Grant Award Notification.

Enter the same title as on the approved application.

Repeat from Block 1 on Grant Award Notification. If address has changed, provide the current address.

Provide the name of the project director or the contact person who is most familiar with the content of the performance report.

Include the interval for the information requested in the performance reporting period. See instructions on page 2 for details.

Report actual budget expenditures for the above performance reporting period. See instructions on page 2 for details.

If applicable, see instructions on page 2 for details on annual IRB approval (Please circle one).

Authorized Representative:

To the best of my knowledge and belief, all data in this performance report are true and correct.

Name (typed or printed):	Title:
Signature:	Date:

ED Form 524-B

OMB No. 1890-0004
Exp. Date: OMB Approved

U.S. Department of Education Grant Performance Report Cover Sheet

1.) PR/Award No

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2.) Project Title

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3.) Recipient Information

Name:		
Address		
City:	State:	Zip+4:

4.) Contact Person

Name:
Title:
Telephone Number:
Fax Number:
E-mail Address:

5.) Performance Reporting Period

____/____/____ - ____/____/____ (mm/dd/yy)

6.) Cumulative Expenditures

	Federal \$	Non-Federal \$
Current Budget Period		
Previous Budget Period		
Negotiated Indirect Cost Rate: ____%		
Exp. Date: ____/____/____		

7.) Annual Certification of Institutional Review Board (IRB) Approval

Yes ____	No ____	NA ____
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INSTRUCTIONS FOR GRANT PERFORMANCE REPORT

PURPOSE

Recipients of multi-year discretionary grants must submit an annual performance report for each year funding has been approved in order to receive a continuation award. The performance report should demonstrate that substantial progress has been made toward meeting the project objectives and the program performance indicators. The information described in these instructions will provide the Department of Education (ED) with the information needed to determine whether recipients have done so. Additional information may be found in Sections 74.51, 75.118, 75.253, and 75.590 and 80.40 of the Education Department General Administrative Regulations (EDGAR).

GENERAL INSTRUCTIONS

- An optional form for reporting Part I has been provided for your convenience. However the requested information may be provided in any reasonable format. You may reference sections and page numbers of the application rather than repeat the information.
- Submit an original and one copy of the grant performance report. ED program offices will notify grant recipients of the due date for submission of the performance report.
- For those programs that operate under statutes or regulations that require additional or different reporting for performance or monitoring purposes, ED program offices will inform you when this additional or different reporting should be made.

These instructions **do not apply** to the final performance report submitted after the project is completed.

I. SPECIAL INSTRUCTIONS FOR COVER SHEET

Complete the cover page with the appropriate information. Included is additional guidance for items 5, 6 and 7.

5. Performance Reporting Period

Projects that are operating in their first budget period:

- Performance reporting period is from the start of the project through 30 days before the due date of the report.

Projects that are operating in interim budget periods:

- Performance reporting period is from the end of the previous reporting period through 30 days before the due date of this report.

6. Cumulative Expenditures

Report your actual cumulative budget expenditures for the performance reporting period. If applicable include cumulative expenditures from current and previous budget periods.

Report the **current Federal** negotiated indirect cost rate and expiration date.

7. Annual Institutional Review Board (IRB) Certification

Annual certification is required if Attachment HS1, Continuing IRB Reviews, was attached to the Grant Award Notification. Attach the IRB certification to the performance report as instructed in Attachment HS1.

II. EXECUTIVE SUMMARY

Provide a one to two page Executive Summary of the grant performance report.

III. PROJECT STATUS

Report your progress in meeting each one of your project objectives.

Provide examples of actual accomplishments for each project objective. Accomplishments and outcomes should be quantified wherever possible. If you addressed any competitive preferences as part of your original application, provide information about your success in implementing the competitive preference(s).

Report your project performance on established program performance indicators/measures.

Explain why planned objectives were not attained or why scheduled activities were not implemented including activities to address a competitive preference were not implemented.

Describe the corrective action (s) that will be taken to address the problem (s).

IV. BUDGET INFORMATION

Report your actual budget expenditures for the performance reporting period in #5 on the Cover Sheet.

Provide an explanation if you are **not** expending funds at the expected rate.

Describe any significant changes to your budget resulting from modification of project activities.

Describe any anticipated changes in your operational budget for the **next** budget period.

V. SUPPLEMENTAL INFORMATION

Describe any changes that you wish to make in the grant performance objectives and activities.

Provide any other appropriate information about the status of your project including any unanticipated outcomes or benefits from your project.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1890 –0004**. The time required to complete this information collection is estimated to average 20 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate (s) or suggestions for improving this form, please write to: U. S. Department of Education, Washington, D.C. 2020-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

TRANSMITTAL INSTRUCTIONS

MAIL

For reports sent by mail through the U.S. Postal Service, please address as follows:

ATTN: Ms. Joyce Toye
U.S. Department of Education
Office of Special Education and Rehabilitative Services/GCST
400 Maryland Avenue, S.W.
Room 3317 Switzer Building – CFDA No. 84.____
Washington, D.C. 20202

(Be sure to include correct numeric and alpha description – e.g. , 84.324C).

HAND DELIVERY

Reports delivered by hand/courier, please deliver to:

ATTN: Ms. Joyce Toye
U.S. Department of Education
Office of Special Education and Rehabilitative Services/GCST
Room 3317
Switzer Building
330 “C” Street, S.W.
Washington, D.C. 20202

Individuals making deliveries must use the entrance closest to Third Street. Performance Reports will be accepted between 9:00 a.m. and 5:00 p.m. (Washington D.C. time) daily, except Saturdays, Sundays and Federal holidays.

**NOTICE TO ALL APPLICANTS;
The Government Performance and Results Act (GPRA)**

What is GPRA

The Government Performance and Results Act of 1993 is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In doing so, it is expected that GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of Federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the United States Department of Education Responded to the GPRA Requirements?

As required by GPRA, the United States Department of Education (the Department) has prepared a strategic plan for 1998-2002. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the United States. The Department's goals, as listed in the plan, are:

- Goal 1:* Help all students reach challenging academic standards so that they are prepared for responsible citizenship, further learning, and productive employment.
- Goal 2:* Build a solid foundation for learning for all children.
- Goal 3:* Ensure access to postsecondary education and lifelong learning.
- Goal 4:* Make the United States Department of Education a high performance organization by focusing on results, service quality, and customer satisfaction.

WHAT ARE THE PERFORMANCE INDICATORS FOR THE IDEA: RESEARCH AND INNOVATION; PERSONNEL PREPARATION; TECHNICAL ASSISTANCE AND DISSEMINATION; PARENT INFORMATION; TECHNOLOGY AND MEDIA SERVICES; AND STUDIES AND EVALUATION PROGRAMS WHICH ONE OR MORE MAY BE INCLUDED IN THIS ANNOUNCEMENT?

THE PROGRAM(S) INCLUDED IN THIS ANNOUNCEMENT ARE AUTHORIZED UNDER PART D OF THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT, TITLED "NATIONAL ACTIVITIES TO IMPROVE EDUCATION OF CHILDREN WITH DISABILITIES". THE DEPARTMENT'S SPECIFIC GOAL FOR THE IDEA NATIONAL ACTIVITIES PROGRAMS IS "to link best practices to states, school systems, and families to improve results for infants, toddlers, and children with disabilities." The objectives and performance indicators for these programs are as follows:

Objective 1. Programs respond to critical needs of children with disabilities and their families.

Indicator 1.1 Responsive to needs. The percentage of idea program activities that are determined by expert panels to respond to critical needs of children with disabilities and their families will increase. (a) research and innovation, (b) technology, (c) personnel preparation, (d) technical assistance, and (e) state improvement.

Objective. 2. Projects use high quality methods and materials.

Indicator 2.1 Highest standards for methods and materials. Expert panels determine that idea-funded projects use exceedingly high-quality methods and materials. (a) research and innovation (b) technology (c) personnel preparation (d) technical assistance (e) state improvement.

Objective 3. Projects communicate appropriately and products are used to improve results for children with disabilities and their families.

Indicator 3.1 Communication. The percentage of idea-funded projects that communicate appropriately with target audiences will increase. (a) research and innovation (b) technology (c) personnel preparation (d) technical assistance

Indicator 3.2 Use results. Expert panels determine that practitioners, including policy-makers, administrators, teachers, parents, or others as appropriate, use products and practices developed through idea programs to improve results for children with disabilities. (a) research and innovation (b) technology (c) personnel preparation (d) technical assistance (e) state improvement

The Office of Special Education Programs has developed a comprehensive plan for responding to our GPRA requirement. A website is available with additional information on how each indicator is measured including the process and instructions used. Applicants to Part D funded projects are encouraged to use this information as they prepare their applications. The website address is: <http://www.air.org/gpra/newhome.htm>